



**DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF ENTERPRISE SYSTEMS AND TECHNOLOGY
Information Technology Analyst 3
SECURITY DIVISION**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Open to candidates on a current examination list

Location: 55 Farmington Avenue, Hartford, CT 06106

Job Posting No: 4075

Hours: Monday through Friday, 35 hours per week – 1st shift

Salary: \$78,702 – \$101,107 (EU 30)

Closing Date: April 20, 2017

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an ITA 3 position assigned to the Bureau of Enterprise Systems and Technology/Security Division in Hartford.

Eligibility Requirement: Candidates must have applied for and passed the Information Technology Analyst 3 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties and Responsibilities:

- Diagnoses host system problems and develops and coordinates resolutions.
- Manages planning, analysis, design, selection, installation and implementation of new technologies.
- Evaluates new technologies.
- Tests and evaluates new hardware and/or software.
- Makes recommendations for hardware and/or software purchases.
- Determines interface and utility requirements and creates design specifications.
- Acts as liaison to hardware and/or software vendors, system developers, programmers and management.
- Develops and implements network and system security guidelines.
- Conducts technical training programs for IT staff.
- Reviews work of assigned Information Technology Analysts and serves as consultant and/or troubleshooter.
- Communicates with business owners and management.
- Conduct risk analysis of IT environments by assessing administrative, technical and physical safeguards.
- Performs IT investigations to include maintaining chain of custody procedures; performs forensics and documents detailed reports of findings.

Knowledge, Skill and Abilities: Considerable knowledge of current methods of information systems analysis, design and development; considerable knowledge of principles, practices and techniques of information technology; considerable knowledge of applications systems development principles, techniques and development; considerable knowledge of principles and techniques of computer programming and languages; considerable knowledge of principles and theories of business planning functions; considerable knowledge of project management principles and techniques; considerable knowledge of principles and techniques of systems analysis and design; considerable knowledge of computer operating systems and databases; considerable knowledge of business re-engineering process; considerable knowledge of principles of data modeling and related tools; considerable knowledge of distributed systems architecture, network, middleware and object oriented analysis; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical and problem solving skills; considerable ability to develop and implement system security and disaster recovery plans; considerable ability to identify, analyze and resolve highly complex business and technical problems; considerable ability to conduct highly complex detailed analysis and design of major computer systems and networks; considerable ability to develop reports, manuals and documentation.

Preferred Skills:

- Knowledge of forensic practices and procedures and evidence handling.
- GIAC Certified Forensic Analyst (Global Information Assurance Certification) or other industry related certifications.
- Certified Forensic Computer Examiner.
- Knowledge of all operating systems, information systems security, network architectures, general database concepts, document management; hardware and software components, electronic mail systems, and computer forensic tools such as Guidance Software EnCase®.
- Experience with multiple open source and commercial testing tools such as Nessus, App Detective, Burp Suite, and nmap.
- Knowledge of security methodologies, solutions and best practices.

General Experience: Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

Special Experience: One (1) year of the General Experience must have been at the full professional working level with responsibility for a full range of complex technical support functions in one of the following areas:

1. Assisting in the design, implementation and management of a major communications network.
2. Providing technical and administrative support for a wide area network (WAN) or mini-computer system.
3. Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software.
4. Participating in the design and development of system applications.
5. Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 2.

Substitutions Allowed:

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State Application ([CT-HR-12](#)), [Department of Administrative Services website](#) ,and the last two service ratings to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
55 Farmington Avenue
Hartford, CT 06105
Fax# (860) 622-2617
lorraine.vittner@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.